# ArchivesSpace Procedures

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#### I. ArchivesSpace credentials

- 1. Your credentials will be assigned to by the Project Archivist.
- 2. Do not change your password.
- 3. Ask Abi if you need to be resent your ASpace Credentials.

#### II. Logging In

- 1. Go to: <a href="https://archivesspace.union.edu/">https://archivesspace.union.edu/</a>
- 2. Select sign in on the corner and sign in with your ASpace credentials.



#### III. Finding your resource

1. Select "Browse" on the left, and then "Resources".

	L L E G E INDED 1795	Se	lect Repository - Sys	stem 👻 🎗 simkovia	•
ŧ	Browse - Create -	Search All Records Q		₫ UCAK	۰.
	Accessions				
UI	Resources Digital Objects	Cultural Resource Collections			

2. Select "edit" to the right of "Paul Schaefer Collection".

A Browse - Create -	Search A	II Records	Q 🖌	1	UCAK O
Home / Resources					
Show Components				Edit Default Values +	Create Resource
Filter by text	Q F	Resourc	es		
Published	s	howing 1 - 3 of 3	Results		Sort by:
False		Title			
• True 🚺		Wilderness	s Roundtable	Created by wiesl 2014-09-29 12:07:17 -0400 Last Modified by wiesl 2014-09-29 12:09:29 -0400	Vi
		Paul Scha	efer Collection	Created by simkovia 2015-05-05 11:29:00-0400 Last Modified by simkovia 2015-05-05 11:29:00-0400	Vi
	6	John S. Ap	operson Jr. papers	Created by mulforta 2014-09-24 15:06:44 -0400 Last Modified by simkovia 2015-10-16 12:39:22-0400	Vi

## IV. Editing series

- 1. The series of the Paul Schaefer Collection have already been created, but you will need to add extents and dates.
- 2. Select your series.
- 3. Select "Add Dates" to the right of "Dates":

Basic Information	Correspondence	Archival Object	0
Dates	Correspondent	,e	
Extents	Basic Information		
Agent Links			
Subjects	Title Corr	espondence	
Notes			
External Documents	and the second second		
Rights Statements	Ref ID 1da42	7121580070c2e7t3a03761541e7	
Instances	Component Unique Identifier		
Save Archival Object	Level of Ser	es 🔻	
	Language Engl	ish 🗙	
	Publish? Please be aware this record I Restrictions	has an ancestor that is unpublished.	
	Appy? Repository Processing Note		2
	Dates		Add Date

- 4. Fill in the following information:
  - i. Label: Select "Creation".
  - ii. Type: Select "Inclusive".

iii. Entering dates: Enter earliest date in YYYY-MM-DD in "Begin", enter the latest date in YYYY-MM-DD in "End".

Label *	Creation	•	
Expression .	Describe the date or da	te range	
Type *	Inclusive Dates	×	
Begin	1979	=	
	e.g. YYYY, YYYY-MM, or DD	YYYY-MM-	

5. Select "Add Extent" to the right of "Extents":

Basic Information	Correspondence	0
Dates		
Extents	Basic Information	
Agent Links		
Subjects	5 Title Correspondence	
Notes	3	
External Documents		10
Rights Statements	Ref ID 1da427121580070c2e7f3a03761541e7	
Instances	Component Unique Identifier	
Save Archival Object	Level of Series T Description	
	Language English 🗙	
	Publish? If Please be aware this record has an ancestor that is unpublished. Restrictions □ Apply?	
	Repository Processing Note	
	Detec	
	• Dales	Ad Date
	Extents	Add Extent

- 6. Within "Extents" fill out the following information:
  - i. Portion: Select "Whole".
  - ii. Number: Type the number of boxes in the series.
  - iii. Type: Select "Inclusive".

Portion *	Whole 🔻	
Number *		
Type *	•	
Container Summary		
Physical Datails		
Filysical Details		

7. Save!

## V. <u>Creating sub-series</u>

- 1. The series of the Paul Schaefer Collection have already been created.
- 2. Select your series.
- 3. Select "Add Child":

Browse - Create - Search All Records Q -			tucak 💼 UCAK	¢	0
me / Resources / Paul Schaefer Collection / Edit					
Add Child Add Sibling Cut Paste Move - Transfer - Rapid Data Entry			6	Close	Record
🛏 🗐 Pau Schaefer Collection		Collection			
🖺 🖕 prrespondence	0	Series			
🖺 📴 gislation and Litigation		Series			
🖺 🚺 ublications		Series			
🖺 🗧 ubject Files		Series			
🖺 🚾oose River Plains		Series			
🖺 Business Records and Patents		Series			
🖺 Audio Visual Materials		Series			
🗕 💾 Sundry		Series			

- 4. Fill in the following information:
  - i. Title: Use DACS<sup>1</sup>.
  - ii. Level of Description: Select "Sub-series".
  - iii. Publish: Check this box.

<sup>&</sup>lt;sup>1</sup> http://www2.archivists.org/standards/DACS

Paul Schaefer Collection				Collection		
Correspondence				Series		
Legislation and Litigation			Series			
- Publications		Series		Series		
- Subject Files				Series		
- Moose River Plains	3			Series		
Business Records and Patents				Series		
- Audio Visual Materials				Series		
- Sundry				Series		
Archival Object						
		10000				
Basic Information	Save					
Dates		Arabiust Of	binot			
Extents	Archival Ok	oject	oject		Θ	
Agent Links >						
Subjects >	Basic Informa	ation				
Notes						
External Documents	Title 🤟					
Rights Statements					2	
Instances	RefID	- auto-generated up	DOD SAVE -			
Cours Ambient Okinet 14	Horib	doto goneratos ap	pontouvo			
Save Alchival Object +1	Component					
	Unique Identifier					
	Level of 🖕			•		
	Description					
	Language	English		×		
	Publish?					
	Restrictions	0				
	Apply?					

- 5. Select "Add Dates" to the right of "Dates".
  - i. Label: Select "Creation".
  - ii. Type: Select "Inclusive".
  - iii. Entering dates: Enter earliest date in YYYY-MM-DD in "Begin", enter the latest date in YYYY-MM-DD in "End".

Label *	Creation		
Expression	Describe the date or date range		
Туре 🐐	Inclusive Dates	Ŧ	
Begin	1979	=	
	e.g. YYYY, YYYY-MM, o DD	rYYYY-MM-	
End	1982		

- 6. Select "Add Extents" to the right of "Extents".
  - i. Portion: Select "Whole".
  - ii. Number: Type the number of folders in the sub-series.
  - iii. Type: Select "Inclusive".

Portion *	Whole	
Number *		
Type *	•	
Container Summary		
Physical Details		//
Dimensions		1

- 7. Save!
- 8. To add additional sub-series you can select your sub-series and select "Add Sibling".

# VI. <u>Creating folders</u>

1. Select your sub-series and select "Add Child":

Paul chaefer Collection	Collection	
- 🖥 Correspondence	Series	
- 🔓 Lugislation and Litigation	Series	
- B F blications	Series	
– 🖥 S bject Files	Series	
- 🖥 Moose River Plains	Series	
<ul> <li>Business Records and Patents</li> </ul>	Series	
🖥 Audio Visual Materials	Series	
- 🖥 Sundry	Series	
L Bills, 1979 - 1982	Sub-Series	

- 2. Fill in the following information:
  - i. Title: Use DACS<sup>2</sup>.
  - ii. Level of Description: Select "File".

<sup>&</sup>lt;sup>2</sup> http://www2.archivists.org/standards/DACS

#### iii. Publish: Check this box.

Sundry			Series Series	
Archival Object			Sub-Senes	
		10000		
Basic Information	Save			
Dates	Arehivel Ok	Archival O	bject	2
Extents	Archival Oc	oject		
Agent Links	Decis Informe	ation		
Subjects	basic miorma	ation		
Notes	Title 🖗	Electric City Press		
External Documents	>	Liouni ony ricos		
Rights Statements				1
Instances	Ref ID	- auto-generated up	oon save	
Save Archival Object +1	Component Unique Identifier	[ 		
-	Level of * Description	File	•	
	Language	English	×	
	Publish?			

- 3. Select "Add Dates" to the right of "Dates".
  - i. Label: Select "Creation".
  - ii. Type: Select "Inclusive".
  - iii. Entering dates: Enter earliest date in YYYY-MM-DD in "Begin", enter the latest date in YYYY-MM-DD in "End".

Label *	Creation	•	
Expression	Describe the date or date	range	
Type *	Inclusive Dates	¥	
Begin	1979	=	
	e.g. YYYY, YYYY-MM, or YY DD	YY-MM-	
End	1982	**	
	e.g. YYYY, YYYY-MM, or YY	YY-MM-	

- 4. Select "Add Extents" to the right of "Extents".
  - i. Portion: Select "Whole".

- Number: Type the number of folders in this set (aka: There are 4 physical folders of Electric City Press bills, but only one entry of Electric City Press in ASpace).
- iii. Type: Select "Inclusive".

	•	Whole	Portion *
			Number *
	•	[	Type *
			Summary
			Physical Details
1			

- 5. Save!
- 6. To add additional sub-series you can select your folder and select "Add Sibling".

## VII. Maintaining hierarchy

If you have entered your folders and sub-series but they do not reflect the collection's hierarchy, it is very easy to fix:

1. Select the entry that is in the wrong position.

- Audio Visual Materials		Series	
🗕 🖺 Sundry	•••••••••••••••••••••••••••••••••••••••	Series	
🗕 🖺 Bills, 1940 - 1982		Sub-Series	
Electric City Press, 19	30 - 1982	File	
- 📔 New York Central Rai	road Co., 1951 - 1970	File	
- L Cheques		Sub-Series	
- E Family Records		Sub-Series	
皆 Field Notes		Sub-Series	
📔 Field Notes 📔 Sundry, 1940 - 1982		Sub-Series Sub-Series	
- 📔 Field Notes - 📔 Sundry, 1940 - 1982		Sub-Series Sub-Series	
Basic Information	Save	Sub-Series Sub-Series	Add Event + Suppress
Basic Information	Save	Sub-Series Sub-Series	Add Event + Suppress
Basic Information	Save Sundry Archival Object	Sub-Series Sub-Series	Add Event - Suppress
Basic Information	Save Sundry Archival Object	Sub-Series Sub-Series	Add Event - Suppress

2. Click "Move" and then click "Up a Level" to move the item up or "Down a Level" to

move the item down:

Close Record		a Entry	e Move 🔹 Transfer 🔹 Rapid Da	← → Add Child Add Sibling Cut Paste
-	Series	_	← Up a Level ←	Audio Visual Materials
	Series		<b>↑</b> Up	- Sundry
	Sub-Series		→ Down Into +	🗕 🖹 Bills, 1940 - 1982
	File		0 - 1982	Electric City Press, 1980
	File		road Co., 1951 - 1970	- 🕨 New York Central Railro
	Sub-Series	0		Cheques
The second se	Sub-Series			Family Records
	Sub-Series			- Field Notes
	Sub-Series			🖵 💾 Sundry, 1940 - 1982

3. Then select the item that was just raised or lowered in the hierarchy and then select

"Move" again and click "Up" or "Down based on where the item belongs in the

intellectual arrangement:

- 🖹 Audio Visual Materials	← Up a Level		Series	
🚣 🖺 Sundry	↓ Down	·	Series	
- 🔓 Cheques	→ Down Into ト	0	Sub-Series	
🗕 🖺 Bills, 1940 - 1982			Sub-Series	
Electric City Press, 1980	- 1982		File	
📙 📔 New York Central Railroa	ad Co., 1951 - 1970		File	
- E Family Records			Sub-Series	
- 📙 Field Notes			Sub-Series	
- Sundry, 1940 - 1982			Sub-Series	

#### VIII. Scope Notes

- 1. Do not enter your scope notes directly into ASpace.
- 2. See the <u>Scope Notes Sheets</u> for directions on creating your scope notes.
- 3. Once your notes have been edited and approved, select the folder for the note:

← →     Add Child     Add Sibling     Cut     Paste     Move ▼     Transfer ▼     Rapid Data Entry			Close R
Correspondence		Series	
💶 🚽 📙 1945	0	Sub-Series	
📔 Legislation and Litigation		Series	
🖺 Publications		Series	
📔 Subject Files		Series	
- Moose River Plains		Series	
🖺 Business Records and Patents		Series	
🖺 Audio Visual Materials		Series	
- 📔 Sundiy		Series	
L 📗 To Be Deleted		Item	
Basic Information Size	n		Add Event - Supress
Dates Archivel Object			
Extents 1945			

4. Select "Add Note" to the right of "Notes":

Rights Statements	Dates	Add Date
Instances Save Archival Object	Extents	Add Extent
	Agent Links	Add Agent Link
	Subjects	Add Subject
	Notes	Add Note Apply Standard Note Order
	External Documents	Add External Document

- 5. Fill out the following information:
  - i. Note Type: Select "Scope and Contents".
  - ii. Select "Publish"
  - iii. Content: Paste note from your Scope Notes sheet.
  - iv. Select "Publish"

Note Type *	Scope and Contents	
Multipart Note		
Persistent ID		
Label		
Type *	Scope and Contents	
Publish?	2	
Sub Notes		Add S
Text		
Content *	power to flood land to the people. A second bill was proposed that would have granted the state the right to flood more than the	•
	previously stipulated 1% of the Adirondack Forest Preserve. In September Apperson, Atwater, and Newkirk withdrew from the Adirondack	
	Moose River Committee.	

6. Save!

# IX. <u>Deleting items</u>

- 1. You are not able to delete items in ASpace.
- 2. Rename the entry that you want to be deleted "To Be Deleted".
- 3. Move the item out of the collection's hierarchy.
- 4. Notify Abi that an item needs to be deleted.

→ Add Child Add Sibling Cut Paste Move - Transfer - Rapid Data Entry		😂 Close
- 🗐 Paul Schaefer Collection	Collection	
Correspondence	Series	
Legislation and Litigation	Series	
Publications	Series	
🗕 🖥 Subject Files	Series	
Moose River Plains	Series	
Business Records and Patents	Series	
Audio Visual Materials	Series	
Sundry	Series	
To Be Deleted	Item	